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## Enrollment and Student Policies

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Effective August 4, 2008, the NTC implemented the following course enrollment policies.

### ***Two-Week Cancellation Notice***

The NTC Registration Department must receive an enrollment cancellation notice at least two weeks prior to the course start date. A cancellation received with less than a two-week notice will result in a no-show letter from the NTC Director to the student's site manager. Because this policy has *no exceptions*, the NTC recommends that POCs send cancellations as soon as they are received. All cancellation notices should be sent to [registration@ntc.doe.gov](mailto:registration@ntc.doe.gov). If the cancellation notice might not be received in time because of a holiday or other reason, please *call* Registration and speak directly with an NTC registrar at 505.845.5170, ext. 333 or ext. 310.

### ***OLC<sup>2</sup> Learner IDs***

When requesting a course enrollment, POCs and students must supply the NTC Registration Department with the student's OLC<sup>2</sup> Learner ID. Please include this ID on (1) the NTC Training Request form and (2) self-study feedback forms.

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**Please Note:** The NTC Registration Department can no longer create Learner IDs (student accounts) in the OLC<sup>2</sup> or process course enrollments without the student's Learner ID.

The student's Training POC should request an OLC<sup>2</sup> Learner ID from the OLC<sup>2</sup> Help Desk at [energyolc@hq.doe.gov](mailto:energyolc@hq.doe.gov). After obtaining the Learner ID, the POC should complete the NTC Training Request form with all required information and submit it to the NTC Registration Department at [registration@ntc.doe.gov](mailto:registration@ntc.doe.gov).

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### ***Duplicate Enrollments***

In an effort to maximize attendance, reduce the number of class "no-shows," and avoid the confusion that duplicate enrollments cause, the NTC *no longer* allows students to register for more than one scheduled offering of the same course. For example, a student may not register for both MIT-111 (July 15) and MIT-111 (August 15). The student may, however, enroll in one scheduled offering and request to be wait-listed for another.

### ***Course Prerequisites***

Students may not register for a course unless all course prerequisites have been satisfied.

### ***Enrollment Percentage***

Each site may enroll up to 25 percent of the total class seating size. If class seats are available prior to the start date, additional enrollments may be allowed.

## ***Student Attendance Requirements and Class Etiquette***

Classes will begin on time. Students must inform the lead instructor in advance of missing any instruction. Exceptions will be handled on a case-by-case basis.

*Cell phones and PDAs must be turned off during class.*

## ***Course Completion Scoring Requirements***

Safeguards and Security Training Courses: 80% score on written tests

Protective Force Training Courses: 80% score on written tests

100% score for Limited Scope Performance Tests

(Handgun and rifle qualifications will be scored in accordance with DOE directives.)

Safety Training Courses: 80% score on written tests

## ***Dress Code Policy***

Students are expected to dress professionally, as they would in their normal workplace. Shorts, tank tops, and muscle shirts are inappropriate in all classroom courses. Hats may not be worn indoors.

Live Fire Range and Integrated Safety and Security Training and Evaluation Complex (ISSTEC):  
*No sandals, high heels, or open-toed shoes.*

## ***Non-Attribution Policy***

To facilitate learning and encourage academic freedom, students should respect the opinions and comments made by their peers and instructors. Although no students should engage in defamatory remarks regarding their workplace or organization, all students must feel free to use their workplaces as an example of both good and poor business and security practices as part of course-related discussions and exercises. Students should refrain from reporting other students for making comments with which they do not agree.

## ***Smoking Policy***

Smoking at the NTC is allowed in designated smoking areas only; smoking is not allowed in any National Training Center buildings or government vehicles. Please use ashtrays and cigarette butt receptacles located in designated smoking areas.